# **Quick User Guide**

The Quick User Guide for VohCom Page contains the basic information needed to start using this program.

## TABLE OF CONTENTS

	3
HOME WINDOW	3
Finding Client Information	11
	12
Setting Up a Quick Engagement	12
Linking Documents and Programs	16
Finding Client Information While In an Engagement	18
Setting Engagement Importance	20
Accessing Applications	21
Linking items from your previous system	23
Communicating Internally About Your Task	26
Communicating Externally About Your Task	36
Using Quick Engagements with Phone Calls	41
Utilizing the Recent Engagements List	42
TIME SHEET	
Tracking Time	
Finalizing Your Time Sheet	45

### **LOGGING ON**

In order to make the most efficient use of *Page*, it is good practice to log on to both *Page* and *Outlook* as soon as you start your workday.



Double click the *Page* icon on your desktop and enter your password to open your *Page* **Home** window.

## HOME WINDOW

#### **Understanding and Managing Your Home Window**

VohCom Page is built around the concept of completing Tasks or Engagements.

The Action list, which automatically opens when you log on to *Page*, is a list of Engagements that require 'action' from you. This list can also be accessed by pressing the Action button.

				9:33 - GSTS\vsinc-vohcomr1 HF My Company Add Engager		eports <u>H</u> elp			_ 🗆 🗙
	😏 John Smit	h Ltd. <> To	est1	💽 🗹 By Name 🗆 A 🔸	Smith, John <t< td=""><td>est2&gt;</td><td>▼ T1</td><td>Undock 🕦</td><td>1</td></t<>	est2>	▼ T1	Undock 🕦	1
Stand	lard(5) Toda	ay(0) A	JI(5)	_	_				-
S I	Last From:	Account	Client Name	Description	Year End	Critical Date	T Date Viewer	10n WIP	AR
	Paul Artner	Test2	Smith, John	T1 Process Review	Dec 31	13/8/14	10/8/14 7/5/14		\$0.00
		Test3	Home Company Inc	Payroll - July 2012	Dec 31	30/9/14	27/9/14 7/5/1		\$0.00
	Paul Artner	Test1	John Smith Ltd.	Notice of Objection	Dec 31	30/8/14	27/8/14 7/5/14		\$0.00
	Paul Artner	Test2	Smith, John	HST - Annual 2011	Dec 31	30/8/14	27/8/14 7/5/14		\$0.00
	Paul Artner	Test1	John Smith Ltd.	YE FS Compilation - 2008	Dec 31	13/8/14	10/8/14 7/5/14	\$1.48	\$0.00
							Testing	Data Loaded	
								eral CF - 0	
<u> </u>	Engagement	Exper	nse Find	Client All	Pending	Action	15 Scheduled	Others	

Each staff member has their own Action list. Generally, changes made in your Action list do not affect others Action lists.

# Scenario: You log on in the morning. There are a lot of tasks listed in your Action list and you are not sure what to work on first.

😏 Sm	th, John <> Tes	12	💽 🗹 By Name 🗖 A 🔸	Smith, John <t< th=""><th>est2&gt;</th><th>•</th><th>T1 Undo</th><th>ck 🛛 🕦</th><th></th></t<>	est2>	•	T1 Undo	ck 🛛 🕦	
dard(5)	Today(0)	All(5)	_	-					_
Last Fro	m: Account	Client Name	Description	Year End	Critical Date	T Date	Viewed On	WIP	
Paul Art	ner Test2	Smith, John	T1 Process Review	Dec 31	13/8/14	10/8/14	7/5/14	\$0.22	\$
Paul A	tner Test3	Home Company Inc	Payroll - July 2012	Dec 31	30/9/14	27/9/14	7/5/14	\$0.18	- \$
Paul Art	ner Test1	John Smith Ltd.	Notice of Objection	Dec 31	30/8/14	27/8/14	7/5/14	\$0.25	\$
Paul Art	ner Test2	Smith, John	HST - Annual 2011	Dec 31	30/8/14	27/8/14	7/5/14	\$0.32	\$
Paul Art	ner Test1	John Smith Ltd.	YE FS Compilation - 2008	Dec 31	13/8/14	10/8/14	7/5/14	\$1.48	\$

An Action list may include:

- Engagements that can be worked on at a later date,
- Engagements in which you are waiting for someone else to complete their portion of the work, and
- Engagements that require immediate work.

Scenario: You think there are some Engagements that do not need to be worked on right away, but you are not sure. When you have looked at the dates, you realize that some can be done later..

8	Smith.	John (> )	est2			🔹 🔽 By Name 🗆	A > S	mith, John <1	fest2>		T1 Und	ock 🚺	
and	jard(5) 1	oday(0)	AI(5)	1						•			
I	Last From:	Acco	unt Clie	nt Name		Description		Year End	Critical	Date T Date	Viewed On	WIP	A
	Paul Artner	Test	2 Smi	th, John		T1 Process Review		Dec 31	13/8/1		7/5/14	\$0.22	\$0.0
	Paul Artn	er Tesl	3 Ho	me Compan	y Inc	Payroll - July 2012		Dec 31	30/9/	14 27/9/1	4 7/5/14	\$0.18	\$0.0
	Paul Artner	Test	Joh	n Smith Ltd.		Notice of Objection		Dec 31	30/8/1			\$0.25	\$0.0
	Paul Artner	Test Test		th, John n Smith Ltd.		HST - Annual 2011		Dec 31 Dec 31	30/8/1 13/8/1	A 27/9/14 Importance	7/5/14	\$0.32 \$1.48	\$0.0 \$0.0
						YE FS Compilation - 20			Ø	Pend Notify Cancel Notify Schedule Set Reminder Make Future Send to History			
	cords ested 1 F	Records lequested		lecords quested 3	Record Receiv		Tax Retu Filed		n Printed PDF	Return Marked Complete	Training Data Items to General I	Clear	

In the Home window:



Click on the **Critical Date** or **T Date** (target date) column header to sort the Engagements by date (clicking on any column header will sort that column in a logical order with the highlighted items always at the top).

Right click on an Engagement that doesn't need to be done for some time and select Schedule in the drop down menu.

Schedule	×
📕 May, 2014 🕨	
Sun         Mon         Tue         Wed         Thu         Fri         Sat           27         28         29         30         1         2         3           4         5         6         7         8         9         10           11         12         13         14         15         16         17           18         19         20         21         22         23         24           25         26         27         28         29         30         31           1         2         3         4         5         6         7           Today:         5/19/2014         5/19/2014         5/19/2014         5/19/2014	0
Reason to schedule this engagement:	
0.00 2 Hours	ve 4 Cancel

In the **Schedule** window:



Select the **Date** on which you want the Engagement to reappear in your Action list.



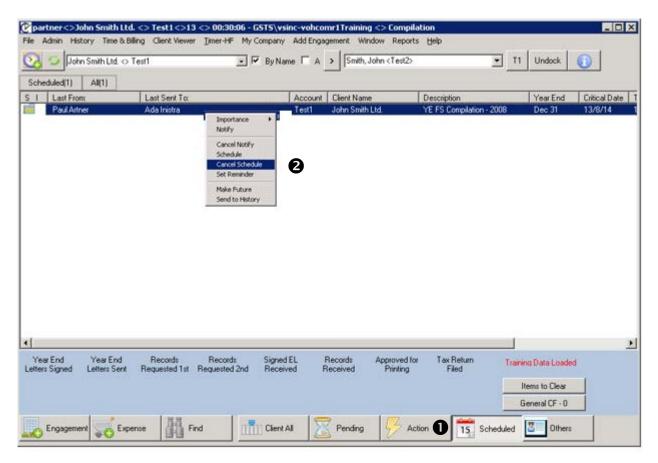
Enter the number of **Hours** you expect to work on the Engagement (Page will default to 1.00 hour).



It is recommended that you provide a reason as to why you are scheduling this Engagement.

4 Click Save.

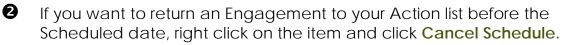
Engagements that have been Scheduled move from the Action list to the **Schedule** list.





In the Home window, click on the **Scheduled** button, next to the Action button to see the Scheduled list.

Engagements that are near their target date cannot be moved to the Scheduled list. Scheduled Engagements will automatically move back to the Action list on the date you selected when you scheduled them.



## Scenario: There are some Engagements that you cannot work on until someone else completes their portion of the work.

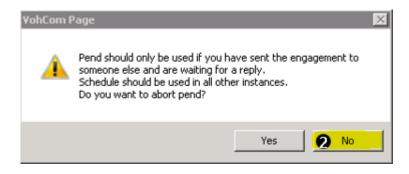
Fiona needs to complete the work for one of John Smith Ltd.'s Engagements before you can review them.

In the Home window:

20		th Ltd o T			• 🖻 B)	Name A	Smith, John (T	Stee	-	T1 Undoo	* 🕦	
Stan	dard(4) Tod Last From:	Account	Al(4) Client Name		Description		Year End	Critical Date	TDate	Viewed On	WIP	AR
	Paul Artner Paul Artner	Test3 Test2	Home Company Smith, John	Inc	Payroll - Ju T1 Process R		Dec 31 Dec 31	30/9/14 13/8/14	27/9/14 10/8/14	7/5/14 7/5/14	\$0.20 \$0.22	\$0.00 \$0.00
-	Paul Artner	Test1	John Smith Ltd.	Inco	tance +	action	Dec 31	30/8/14	27/8/14	7/5/14	\$0.25	\$0.00
	Paul Artner	Test2	Smith, John		0	2011	Dec 31	30/8/13	27/8/13	7/5/14	\$0.62	\$0.00
				Schee	el Notify Jule eminder							
				100000000	Future to History							



Right click on the task you will not be working on until someone else has done their part. Select **Pend** in the drop down menu.



2 In the **Pend Engagement** box click **No**. The message in the box reminds you that Pend should only be used if you have sent the Engagement to someone else and are waiting for a reply.

				GSTS\vsinc-vohcomr1 My Company Add Eng	<b>Training &lt;&gt;</b> jagement Window Reports <u>H</u> elp				
22	😏 Smith, John <> 1	Fest2		💽 🗹 By Name 🗖 A	Smith, John <test2></test2>		▼ T1	Undock 🥤 🌔	
Pendi	ng(3) All(3)				_				
S I	Last From:	Last Sent To:	Account	Client Name	Description		Year End	Critical Date	TDate
-	Paul Artner	Paul Artner	Test3	Home Company Inc	Payroll - May 2012		Dec 31	13/8/13	10/8/13
-	Paul Artner	Paul Artner	Test3	Home Company Inc	Insurance - Renewal		Dec 31	30/9/13	27/9/13
	Fiona LePrep	Paul Artner	Test1	John Smith Ltd.	Bookkeeping - 3rd Quarter		Dec 31	30/10/13	27/10/13
4									
							Training	Data Loaded	
							Ger	eral CF - 0	
<b>1</b>	Engagement 😽 E	xpense	ind	Client All	Rending 7 Action	15 S	cheduled	Others	

Click on the **Pending** button next to the Action button to see the Pending list.

Since Pended Engagements do not return to your Action list on a select date, but are intended to be returned to your Action list when someone sends you a note indicating that their work is done, the **Pending** list should be checked regularly for work that has been overlooked. Engagements will automatically be returned to your Action list when the target date has been reached.

If you want to return an Engagement to your Action list before the target date, right click on it and click **Un-pend**.

Pen	Home Compi	any Inc O Test3		By Name 🗆 A	<u>```</u>	<u> </u>	Undock 🤇	
\$ 1	Last From	Last Sent To:	Account	Client Name	Description	Year End	Critical Date	TDate
-	Paul Artner	Paul Artner	Test3	Home Company Inc	Payroll - May 2012	Dec 31	13/8/13	10/8/13
-	Paul Artner	Paul Artner	Test3	Home Company Inc	Insurance - Renewal	Dec 31	30/9/13	27/9/13
	Fiona LePtep	Importance Un-pend Notify	• est1	John Smith Ltd.	Bookkeeping - 3rd Quarter	Dec 31	30/10/13	27/10/1
		Cancel Notify Schedule Set Reminder						
		Make Future Send to History						

## Scenario: You have reduced the number of Engagements that require immediate work. You need to evaluate the rest before you begin working.

For a quick evaluation of the remaining Engagements, click on the Engagement and hold your cursor over the Description column to see the last few notes in the Note section.

	Smith, Jo	ohn <> Test2	2	🔹 🗹 By Name 🗖 A	> Smith, John <t< th=""><th>est2&gt;</th><th>•</th><th>T1 Undo</th><th>ck 🚺</th><th></th><th></th></t<>	est2>	•	T1 Undo	ck 🚺		
nda	ard(4) Too	day(0) A	\II(4)								
	Last From:	Account	Client Name	Description	Year End	Critical Date	T Date	Viewed On	WIP	AR	
	Paul Artner		Home Company Inc		Dec 31	30/9/14	27/9/14	7/5/14	\$0.20	\$0.00	
	Paul Artner	Test2	Smith, John	T1 Process Review	Dec 31	13/8/14	10/8/14	7/5/14	\$0.22	\$0.00	
	Paul Artner Paul Artner	Test1 Test2	John Smith Ltd. Smith. John	Notice of Objection	Dec 31	30/8/14	27/8/14 27/8/13	7/5/14 7/5/14	\$0.25 \$0.62	\$0.00 \$0.00	
				{Paul Artner 6/13/2011 - 5: Paul Artner 8/13/2011 - 2:1 Fiona Lefrep } Fiona, this is soon as possible	11 PM>{Work in pro	ogress to:					
		Records		cords Signed Forms Ta zeived Received		n Printed Return PDF Comp		Training Data I	Loaded		
								Training Data I			

Scenario: The notes indicate that:

- You no longer have any work to do in the John Smith Ltd, *Bookkeeping* Engagement;
- Fiona needs to work on John Smith's, Process Review before you can review it; and
- John Smith's HST Engagement should have been done already.

In the Home window, right click on the Engagement for the options menu:

Stan		hn ⇔ Testa lay(0) /	2	9	By Name 🗖 A 🔿	Smith, John <1	est2		T1 Under	* 0	J
1	Last From:	Account	Client Name	Descriptio	and the second se	Year End	Critical Date	T Date	Viewed Dn	WIP	AR
	Paul Artner Paul Artner	Test3 Test2	Home Company Inc Smith, John	Payroll - T1 Proces	July 2012 It Review	Dec 31 Dec 31	30/9/14 13/8/14	27/9/14 10/8/14	7/5/14	\$0.20 \$0.22	\$0.00 \$0.00
	Paul Admer	Test1	John Smith Ltd	Notice of	Objection	Dec 31	30/8/14	27/8/14	7/5/14	\$0.25	\$0.00
	Paul Ather	Test2	Smith, John	RST - A 87 20 0	Pend Notify Cancel Notify Schedule Remove Set Reminder	Rush High Normal Low	30/8/13	27/8/13	7/5/14	\$0.82	\$0.00
					Make Future Send to History						

• For the Payroll – July 2012 Engagement, select **Remove** (this option will be available only if you were not one of the staff members assigned to this Engagement or if it has been invoiced).



For the *T1-Process Review* Engagement, select **Cancel Notify** to remove the green highlighting and **Pend** to move it to your Pending list until Fiona sends it to you for Review.

• For the HST - Annual 2011 Engagement, select Importance and then High to add an Importance Icon.

Your Action list can include Engagements with:

- Blue Font and a Red Folders indicating they are past their due date or critical date (dates can be changed inside the Engagement),
- **Bold Font** indicating there is an unread message inside the Engagement (bold font is cleared from inside the Engagement by clicking on the note),
- **Green Highlighting** indicating you have been notified about these and have not yet cancelled the notification,
- Importance Icon indicating work that is a high, low or rush priority, and
- Blue Folder indicating that it has been sent for Review.

The **Reference Guide** gives you a quick summary of the meaning of these and other Engagement features.

We've looked at Engagements in Action lists, Scheduled lists, and Pending lists. Each of these lists are based on the work load of individual staff members. These are the same tasks that are listed in various staff members' Action lists

The **Client All** list shows all the current Engagements for the client you have selected. On the Client All page you will also see detailed information regarding their accounts receivable and work in process as well as access to the client information section.

#### Finding Client Information

Scenario: John Smith Ltd.'s bookkeeper has called with information for the *Notice of Objection* task and to change the mailing address.

Since the *Notice of Objection* task is not in your Action list, you need to look in the **Client All** list.

nak	Home Co ard/3 John Sm	hn OTest mpanyinc th UtdioT	o Ted3 ed1	By Name 🗆 A			2	T1 Undo	ck 🚺	N)	
	My Comp Last Smith Jo Paul Artner Paul Artner Paul Artner	hn O Test	Home Company Inc Smith, John Smith, John	Payroll - July 2012 T1 Process Review HST - Annual 2011	Year End Dec 31 Dec 31 Dec 31 Dec 31	Critical Date 30/9/14 13/8/14 30/8/13	T Date 27/9/14 10/8/14 27/8/13	Viewed On 7/5/14 7/5/14 7/5/14	WIP \$0.20 \$0.22 \$0.82	AR \$0.00 \$0.00 \$0.00	
		ecords suested 2		ords Signed Forms T eived Roceived		Printed Return N DF Compi		fraining Data 1	Loaded		

In the Home window:

Û

Select John Smith Ltd. in the Client drop down menu (to choose a client by their number instead of name, uncheck the 'By Name' box to the right of the drop down), OR

Click on an Engagement for John Smith Ltd. in your Action list, and click on the Client All button.

Click on the Client Information button (this button is also available inside an Engagement) to open the Client Information window and type in a new mailing address.

## **ENGAGEMENT WINDOW**

#### Setting Up a Quick Engagement

Engagements can be set up for tasks as basic as preparing a letter, or as complex as completing an audit. New Engagements can be set up as needed.

Scenario: John Smith Ltd. has asked the firm to prepare an ROE foe their employee, I.M. Dunn. It is expected to take .5 hours to d the work.

				1	a			L town	
ient(3)	Custom(0)	Custom(0)	Custom(0)		Custom(0) Cus	tom(0) Custom(0)	Custom(0)	Al(3)	
_	ast From: aul Artner	Last Sent To Ada Inistra		cription FS Compilation - 200	0	YearEnd Dec 31	Critical Date 13/8/14	T Date 10/8/14	\$1.48
	aul Artner	Fiona LePtep		ice of Objection	2	Dec 31	30/8/14	27/8/14	\$0.25
F	iona LePrep	Paul Artner	Boo	ikkeeping - 3td Quar	ter	Dec 31	30/10/13	27/10/13	\$0.00
								Training Data Loadi	ed
								Training Data Loade	ed
								Training Date Loade	ed
								Training Data Loads General CF - 0	
			5	latemer#:			Invoice Nut	General CF - 0	
	0.00	0.00	0.00	latemerit:	I		Invoice Nut	General CF - 0	
3			0.00	latements Open State	-		Invoice Nut	General CF - 0	
	0.00	0.00 Pi		Open State	ment		Invoice Nut	General CF - 0	
IP	1.73	PI	0.00		ment		Invoice Nur	General CF - 0	
P	1.73 37.40 Trut Not	PI included	0.00	Open State	ment		Invoice Nur	General CF - 0	
8 IP [ P	1.73 37.40 Trut Not	PI	0.00	Open State Email Hist	ment		Invoice Nut	General CF - 0	

In the Home window:

0



Click on the **Engagement** button (also know as the Quick Engagement button).

🕐 John Smith Ltd. <> Test1<>00:03:00	
Presets Custom>	Services
Description	
Add toAdd Time and Notes to Existing Engagement	Sort by Description Non Billable
Tax Year       2014         Critical Date       Sat May 17, 2014         Status       Importance         Standard       Importance         Future Engagement       Send as Work on Creation	Charge Out Rate Percentage 100 % Staff 1 Paul Artner Rate Standard Hours 0.25 Staff 2 Staff 2
Long Description: (Optional)	Rate Standard <u>  Hours</u>
0	Staff 3
Note	Rate Standard V Hours 00.25 Client Quote \$25.00
	Create Cancel

In the Quick Engagement window:

- Enter a brief **Description** of the work: *ROE Dunn*. Beginning the description with the main category to which the work belongs, *ROE*, makes it easier to find later, in alphabetized lists.
- 2 Select the Services code: 100 < Bookkeeping > for the ROE.
- **3** Set the **Critical Date** by which the task is to be done.
- Select the Staff member to do the task and assign the Hours it is expected to take. Minutes are listed as fractions of the hour (30 minutes are .5 hours). The search button allows advanced search of staff members by name or position.
- 6
  - Click Create.
  - When the **Send as Work on Save** check box is selected, the **Submit To** window will open.

You do not have to use this option to create an Engagement; however it will allow you the opportunity to add details to the Engagement during the set up process.

Submit To				
Primary		۹,	Additionally Notify	٩,
Staff Name	Position	Ξı	Staff Name	Position
Ada Inistra	Admin		Ada Inistra	Admin
Fiona LePrep	Fileprep		Fiona LePrep	Fileprep
Me Partner	Partner	0	Me Partner	Partner
Paul Artner	Partner		Paul Artner	Partner
sys admin	Admin		sys admin	Admin
Submit 🕄	Cancel		<ul> <li>Inquiry Only</li> <li>Reference Files</li> <li>New Conversation</li> </ul>	Exposure
Note <b>O</b> Please prepare as a me to invoice.	soon as possible as Dun	n has gor	Set Reminder	ompleted, send it to

In the Submit To window:



Select the **Primary** staff member to whom to send the work.

Add a **Note** about the work. In addition to giving the information provided by the client, to the staff member, the note could provide specific instructions about the work required.



Click Submit.

The Engagement for *ROE-Dunn* now shows up in the selected staff's Action lists:

- with Bold font and highlighted in Green in the Action list of the Staff selected as the primary, and
- highlighted in **Green** in the Action list of the other Staff selected.

A task can be in several Action lists at the same time.

#### REMEMBER

- An Engagement displayed with **Green** highlighting indicates that someone has 'notified' you about that task.
- An Engagement displayed in **Bold** font, alerts you to an unread message related to that task.
- An Engagement displayed in **Blue** font, indicates that the due date for completing that particular task is near or has passed.

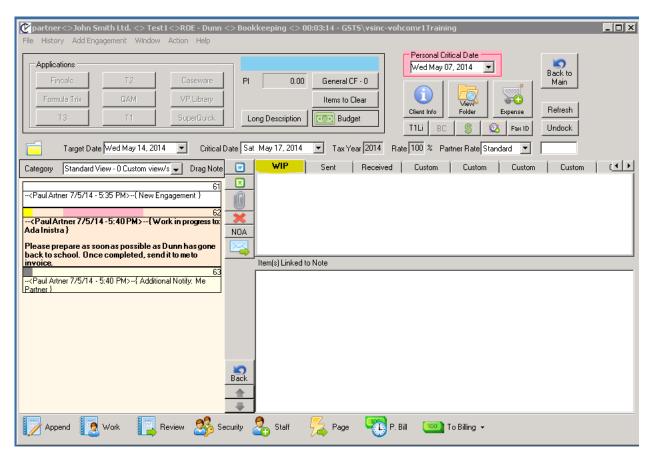
Each Engagement in a list is a doorway to all the information about that particular task. Double click on the *ROE* - *Dunn* Engagement for *John Smith Ltd.* to open the **Engagement Window**.

🕐 partner <> John Smith Ltd. <> Test1 <> ROE - Dunn <> Bookkeeping <> 00:00:34 - GSTS\vsinc-vohcomr1Training
File       History       Add Engagement       Window       Action       Help         Applications       Fincalc       T2       Caseware       PI       0.00       General CF - 0       Wed May 07, 2014       Back to Main         Formula Trix       QAM       VP Library       Items to Clear       Items to Clear       Items to Clear       Refresh         T3       T1       SuperQuick       Long Description       Items to Clear       TILi       BC       Fax ID       Undock
Category Standard View - 0 Custom view/s 🗸 Drag Note 💽 WIP Sent Received Custom Custom Custom Custom Custom
Image: Constraint of the second se
<paul -="" 14="" 5="" 5:40="" 7="" artner="" pm="">{ Additional Notify: Me Partner }</paul>
Back
📝 Append [ 🔁 Work 🛛 📴 Review 🧏 Security 🤱 Staff 🛛 🛴 Page 📲 P. Bill 💷 To Billing 🗸

The **Engagement Window** is your main work space for the task. Engagements can be accessed from your lists or from the Client All screen.

#### **Linking Documents and Programs**

The **WIP** (work in progress) tab opens the space where documents and programs, needed for this work, can be linked.



Scenario: John Smith Ltd. gave you I. M. Dunn's payroll records for the last 12 months. You have scanned copies of the records. You also want to create a spreadsheet summary of I. M. Dunn's payroll records.

🕑 partner <> John Sr			> Bookkeeping	<> 00:03:14 - G	515\vsinc-voh	comr1Traini	ng			_ 🗆 ×
File History Add Eng Applications Fincalc Formula Trie T3	12 QAM 11	Caseware VPLbray SupeQuick	PI Long Descrip		Clear Iget	Personal Cil Wed May 0 Cilect Mo T1Li 80	7, 2014 💌	Expense Fax ID	Back to Main Refresh Undock	
	e Wed May 14, 20 New - 0 Custom vie		ate Sat May 17, .	Contraction of the second s	rear 2014 Rat	e 100 % Pa Custom	rtnerRateStan	dard 💌	Custom	i ebi
(Paul Artner 7/5/14 -: (Paul Artner 7/5/14 Ada Inistra } Please prepare as so back to school. Once invoice. (Paul Artner 7/5/14 -: Partner )	4 -5:40 PM>→{v ion as possible a e completed, ser	62 Vork in progress to s Dunn has gone nd it to me to 63	NDA NDA Item(s) Li	nked to Note						
Append 2	Work []	Review 🥸 Sec	Back	f 🧲 Page	P. 8	a 📖 '	To Billing +			

To link in the scanned records from your folders:

- Click on the Paperclip. This is your main linking tool. Clicking on this tool gives you access to the shared files stored on your server. Select the payroll records and press the 'open' button, to place a link to this information in the WIP workspace.
- **2** To delete an incorrect link, select the linked document and click on the **X**.
- **3** To create a blank an Excel Spreadsheet click on the **Spreadsheet** button, the Name Year Input window will open.

Name Year I	nput	
File Name May 07	0	
Year		
2014	0 -	Include Date in filename.
Period		
	<b>v</b>	Submit Cancel
	Y	Submit Cancel

In the File Name window



Check the Year.

2



When you press **Submit**, a new spreadsheet will open. It will be saved and linked into the WIP work space of your current Engagement. The **Word** button above the Spreadsheet button works the same way.

Casewan VPLibras SuperQuic 14, 2014 Cont om view/S Dreg N		0.00 p Description May 17, 2014	General CF - 0 Items to Clear Budget
SuperQue			Budget
14, 2014 💌 Crit			
	ical Date Sat 1	4ay 17, 2014	▼ TaxYear 2
ible as Dunn has gon		tem(s) Linked to	o Note
		New Engagement )  Compared to the second sec	New Engagement ) From Template {Work in progress to: NOA ible as Dunn has gone

To create an **Excel** or **Word** document or spreadsheet from a template, right mouse on the **Spreadsheet** button and choose from your existing templates.

#### Finding Client Information While In an Engagement

rtner<>10hn S	mith I td <> Te	sch1<>RAE - Dunn (	<> Bookkeeping <> 0	10•04•52 - GSTS\ vsin	c-vobcomr1Trainin	an a	-
	jagement Window		to bookkeeping to b				
pplications					Ved May 0		
Fincalc	T2	Caseware	PI 0.00	General CF - 0			Back to Main
Formula Trix	Q,A.M	VP Library		Items to Clear		View Store	
Т3	T1	SuperQuick	Long Description	Eudget	Client Info	Folder Expense	Refresh
					T1LiBC	S 🔯 Fax ID	Undock

Click on the **Client Information** button to open the **Client Information** window.

In the Client Information window, the company **Address** is available in the **Main** section.

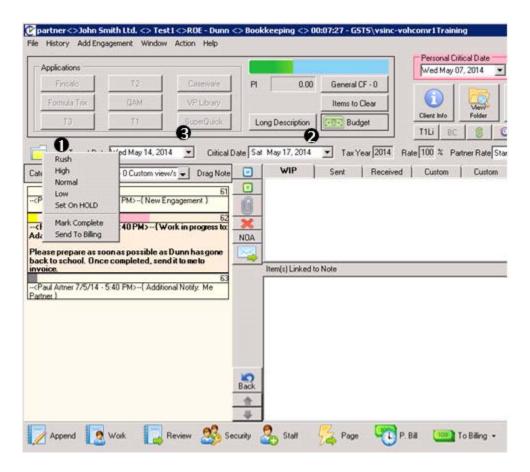
If you right mouse in the address widow, you will have the option to copy the address then paste where you need it.

🕐 Client Info	rmation: John Smi	th Ltd. <> Test 1	<>00:01:51								
Main	Contacts	Staff	Execs	Bankers	Lawyers	4.6 Info					
Notes	Legal	Dates	Numbers	Perm File	Published	Security					
	<ul> <li>□ Client Legal Name 900000 BC Ltd.</li> <li>○ Client Name (Alias) John Smith Ltd.</li> </ul>										
Description Address	123 Happy Street Vancouver, BC V3S Number	Copy A	ddress New Contact fron	1 7 1 n Client	Active     Client Billable     Hold (No Time/	est					
E-mail	george@jsl.com	Sales Exe	ec	<b></b>	Email Statement george@jsl.com						
Direct	877 363 9292	Ext 234 -	John								
Cellphone	789 255 3331	John			Client Type Clie	nt 💌					
Empty Empty Empty				-	Rate Factor 1.00 Tax Code BC						
		E	xp Vcard	Modify							
Firm My Partner	Company name goes Paul Artner	Here	Bran     Edit Sect			<b>•</b>					
Primary Eng Year End		nc. Jurisdiction			ast Year Completed	2000 0, 2013 💌					
					Update	Close					

Click on **Close** to go back to your previous window.

#### Setting Engagement Importance

Scenario: Since John Smith is out of town for a while, his Short YE Engagement is not as urgent as initially thought. He will not be back for at least a month.



In the Engagement window:

- Right click on the Folder icon and change the Importance level to Normal. This action changes it for your view only.
- 2 Move the Critical Date and then the Target Date forward (only some staff have permission for this). The Target date can never be later than the Critical date.
- Ø

While in the Engagement, click on the **Bold** font note to remove the bold, indicating that it has been read and append a note as to why you have changed the 'importance' level.

Moving forward the dates of overdue Engagements and removing the Bold, changes the Blue and Bold font of Engagements in the Home window.

#### **Accessing Applications**

Scenario: While in the John Smith Ltd.'s *Short YE Engagement* you need to access CRA's website to obtain a current list of the installment payment recorded on this account.



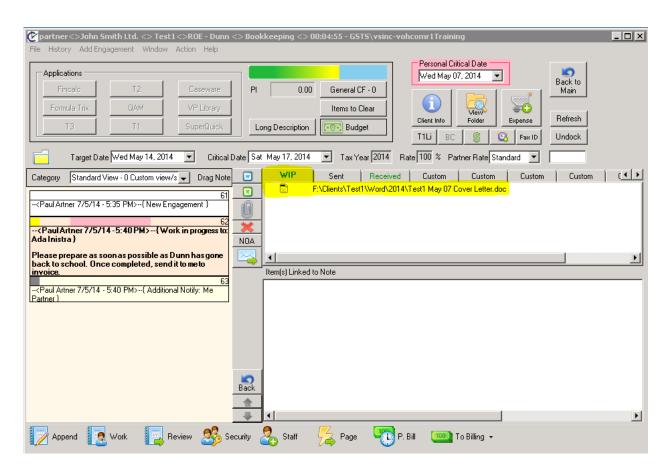
The **Applications** section of the Engagement window is a place to go for shortcuts to key programs, websites and application used in your daily work. Look here for the site or program you need. You may need to right click on the button for the choice of a specific version. These links will be the same in every Engagement for your firm and will allow you to continue recording time to an Engagement while completing work outside of Page. These nine buttons can be updated and or changed by the system administrator.

From inside the John Smith Ltd. short YE Engagement, click on the CRA Application button. This will launch the CRA website and allow you to utilize the Represent a client as you would normally. Once on the installment page, Print what you need to PDF and then save it in the client's folders. The document should then be linked to the Engagement.

#### **Linking Documents and Programs**

We discovered earlier training that the **WIP** (work in progress), **Sent**, and **Received** spaces are where the files needed for the task can be linked.

Scenario: You linked a document under the Received tab, but since it should actually be in the WIP tab, you need to move it.

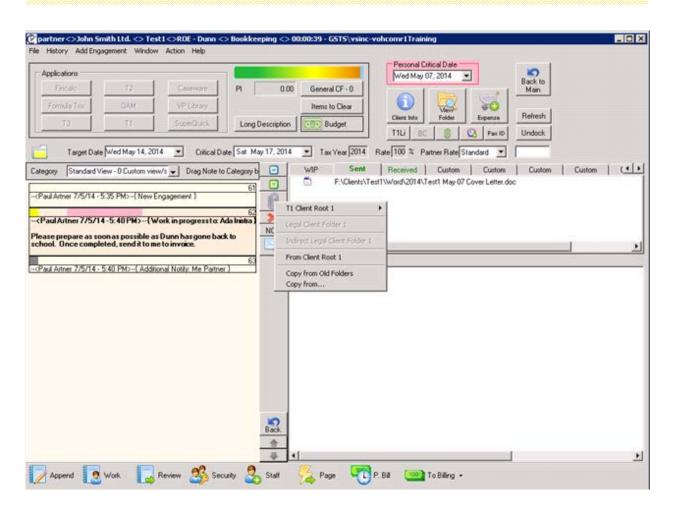


To move a file from one of the three workspaces to a different one, select it and with your left mouse button held down, drag and drop it into the tab for the other workspace.

To create a custom tab, select an item from one of the three workspaces and drag and drop it into the custom tab. The system with prompt you to name this new custom tab. Once you have named it, the item will be linked in the custom area – it will also remain in one of the three standard workspaces. Items can not be linked directly into the custom tabs; they must exist in one of the three workspaces first, but can be brought into the custom tabs after. The placement of items in the custom tabs can be sorted by right clicking on the item and choosing a move option.

#### Linking items from your previous system

Scenario: You want to link a document from the file system you used before you switched to Page.



Right click on the **Paperclip** button to open the **Copy from Old Folders** window. All the documents and sub folders contained in the old folder are displayed in the window. Both documents and Software Program data, can be linked from your old folder system

All the documents and sub folders contained in the old folders are displayed in the window. Pink highlight indicates link to a folder.

Linking data from software programs, like your Financial Statement or Bookkeeping software, involves an additional step. Before you can finish linking the data, you will be presented with the various programs in your system. Select the one that operates the data you are linking.

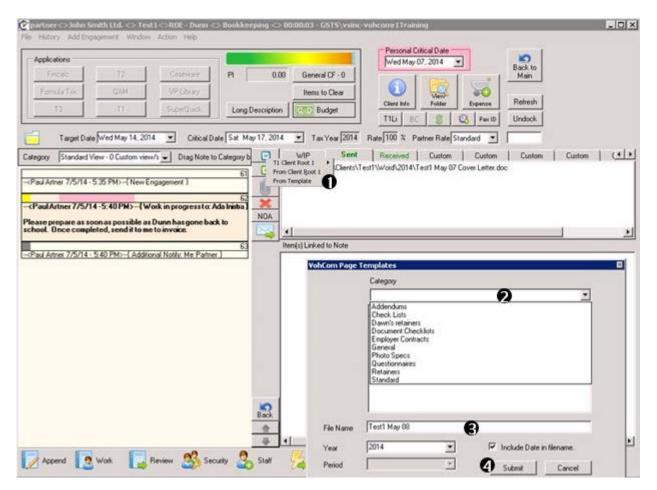
C:\Users\hmorrison\Documents\	
Copy of 1265 Apr 17 Copy of Time in canada.xlsx	<u> </u>
Copy of Expense - December 2013.xls	
Copy of Expense Claim Form July.xls	
Copy of Expense Claim Form xls	
Default.rdp	
desktop.ini	
~VohCom - Shortcut.Ink Mv Data Sources	
My Data Sources My Music	
My Pictures	
My Videos	
Outlook Files	
PDF files	-
Browse From Move File instead of Copy Open	Up Level
biower teinstead of copy	
Save to Client	, Document Description
John Smith Ltd. O Test1 V Sort by Name Append	
	Excel 🕃 🔽
Client No. Test1 Use Client Number Vork	Year
Person Tax ID Test1 Beview	2014 -
Root Folder F:\Clients\	Period
	<b>_</b>
	- 1
File Name Copy of Expense Claim Form 2 Browse	To
Date F:\Clients\Test1\Excel\2014\Test1 Copy of Expense Claim Form.xls	
Client No.	
-	
Link Engagements for selected client.	
R0E - Dunn	For History only
C Sent	C Received
	-
	🕒 Save 🕥 Close

#### In the Copy from Old Folders window:

- Select the file you wish to link (if you want to link documents from other folders, click on the Browse From button to open the Browse for Folder window and find the folder that contains your file.
- 2 The name of the chosen document will fill the File Name box.
- 3 The Document Description box will display the folder, in the new file system, where the document will be saved.
- The Link Engagements section displays the Engagement that document will be linked to, and the tab it will be linked under.
- Upon linking the selected file is copied to the new file system by default. To move the file instead of copy you will check off the Move file instead of Copy checkbox.
- 6 Click Save.
- Save another document, or Close.

# Scenario: You need to draft an Engagement letter for the *Short YE Compilation* for John Smith Ltd. Your firm has a standard letter that can be utilized rather than retyping the letter.

Right clicking on the Word Document or Excel Document buttons and selecting **From Template** opens the **VohCom Page Templates** window.



In the Templates window:

- Select the Template Category, Standard.
- 2 In the **Template** list, click on the template you want to use. You may not have the templates listed here since these will be unique for each firm.
- **3** Confirm the File Name.
- Click Submit.

This process will open up a new **Word** or **Excel Document** which will then be linked to the Engagement and saved in your server file system.

In addition to linking documents and data, **Engagements** can also be crosslinked, that is linked into another Engagement.

#### Communicating Internally About Your Task

The left side of the Engagement window contains the **Notes Section**. This section is for communication within your office, about this task.

The note from the Engagement Setup is entered automatically when the Engagement is created. The date and time of a note shows at the top of the note.

#### Scenario: While going through the payroll records you scanned that were provided by the client, you realize that there is an error on the second page. You want to make a note of this so it won't be forgotten and so it is visible to all staff members who look at this file.

On the lower left of the Engagement window, the **Append** button opens the **Append Note** window.

	<> BookGreeping <> 00.01.09 - G515/vsinc-volicomeTraining	_ 🗆 ×
File         T2         Cerewine           Finite         0/4         VP1brey           T3         T1         SupeQueb.	PI 0.00 General CF - 0 Pens to Clear Dens to Clear Dens to Clear Personal Critical Date Med May 07, 2014 Clear Brow Clear Brow Cl	]
Target Date Wed May 14, 2014 Calical	Long Description Budget T1L BC S Q Facto Undock Date Saf May 17, 2014 Tax Year 2014 Rate 100 % Pather Rate Standard T to Category D VIP Ser/ Received Custom Custom Custom	-
Category [Standard View - 0 Custom view/s v Disg Note CPaul Astner 2/5/14 - 5:35 PM:(New Engagement ) CPaul Astner 2/5/14 - 5:40 PM:(Work in progress to	61 Cherits\Test1\BookJ.eeping\2014\1 Jul 15 PD7A Payment for June	and a second second
Please prepare as soon as possible as Dunn has gone by school. Once completed, send it to me to invoice.	ack to NOA	<u> </u>
	Sohn Smith Ltd. <> Test1-R0E - Dunn      There is an error on the second page. Watch for this with the year end	
	Public Billing Note Cancel OF Reference Files	
🔁 Accend 💽 Work 🛛 📮 Beview 🥵 Se	scurly 🤱 Stall 🙀 Page 🥂 P. Bill 🧰 To Billing +	1 1

In the Append Note window:



Check off the **Reference Files** check box so you can point to the document with the previous year's page.

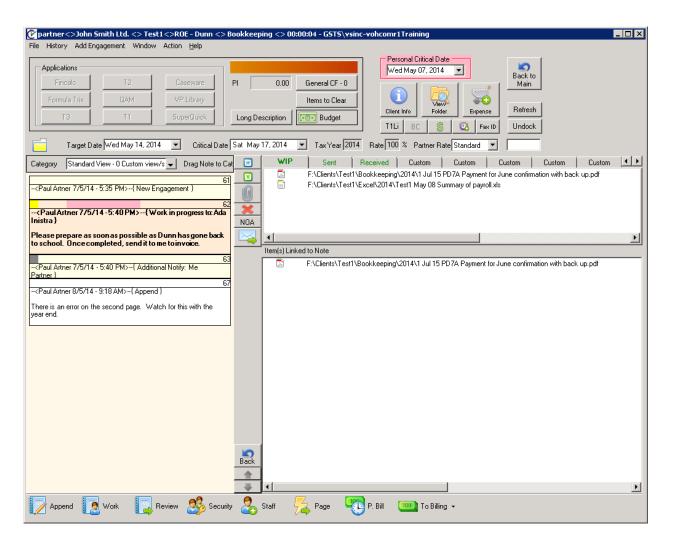
🕐 John Sm	nith Ltd. <> Test1-ROE - Dunn	_ 🗆 🗡
There is an e	error on the second page. Watch for this with the year end.	
0		
U U		
All Files		
	F:\Clients\Test1\Excel\2014\Test1 May 07 ROE Summary.xls	
8	F:\Clients\Test1\Word\2014\Test1 May 07 NoE Summary.xis F:\Clients\Test1\Word\2014\Test1 May 07 Cover Letter.doc	
	F:\Clients\Test1\Bookkeeping\2014\1 Jul 15 PD7A Payment for June confirmation	on with bac
<b> </b> •		<u> </u>
🗌 🗌 Public	c Billing Note	
Privat	te Billing Note Cancel Reference	Files
		111

In the listing of All Files that opens below the note section, select the Payroll *Records* document. These are all the files that have been linked to this task. Selecting one or more of the files, before you save your note, connects that file to the note.



Click **Save**.

The **Appended Note** is now in the notes section. Anyone who opens this Engagement will be able to see it.



In the Engagement window:

When you click on the note, the file that was **Referenced** shows in the **Item(s)** Linked to Note display window.

# Scenario: You have completed the spreadsheet summary and are going to send it to the reviewer.

In the Engagement window, click on the **Review** button to open the **Submit To** window. The **Work** button functions in the same way as the Review button, except that using the review button causes the folder to change to blue.

Pipartner<>John Sm File History Add Engl	Submit To								
Applications	Primary			Additionally Notify		1	WIP	Sent Received Custom F\Clients\Test1\Bookkeeping\2014\1Jul 1	Cutton
Freek	Staff Name	Position	10	Staff Name	Position			F.\Clients\Test1\Excel\2014\Test1 May 08	
	Ada Inistra	Admin		Ada Inistra	Admin				
Formula Triv	Fiona LePtep	Fåeprep		Fiona LePrep	Fileprep				
13	Me Partner	Patner		Me Partner	Patre				
	Paul Artner	Partner		Paul Artner	Patrier				
Target Date	tyt admin	Admin		sys admin	Admin				
Calegory Standard Vi									
-Paul Astres 7/5/14 - 5									
- CPaul Artner 7/5/14 Inistra )									
Please prepare as son				has gone back to sch	-,	Þ			
	completed, send	tome to invoice.		man going black to ret					
-Paul Anner 7/5/14 - 1	-					21			
Partner 1		4 - 5:40 PMD-( Add	Stional No	only Me Patner )		-			
-Paul Astres 8/5/14-9						-63			
	-(Paul Anner 8/5/1	4-9:18 AM>-{Appr	end J				4		
There is an error on the rear end.	There is an error on	the second page. 1	Watch for	this with the year end.		-	Note Selec	tion	bin.
								Dents\Test1\Bookkeeping\2014\1 Jul 15 PD7/	A Payment for June continuation
	Submit	Cancel	e	☐ Inquiry Only ☐ Reference File	Expo	sure			
				P New Conversa	tion		22	12	(0)
	Note			Set Reminder		1	4		*
				a ser rienarioer					
	Note for sending a d	locument for neview.						Reset File Selections	
	-								
	0								
	1								
-	-	0	0	122	-				
Append 🧕 🤨 🗤	Work. Revie	- 🥵 Security	3	Staff 12 Page	P. Ba	[100]	To Billing	•	
	The second second			2000 <b>200</b> 2000	-		All Contraction		

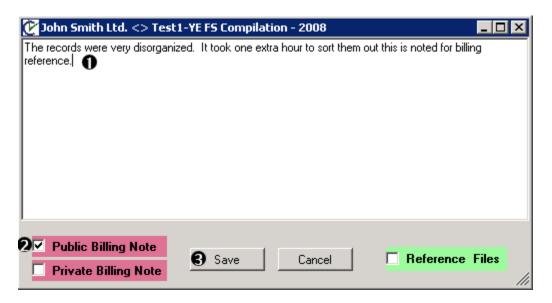
In the Submit To window:

- Select your reviewer from the **Primary** list.
- 2 Add a **Note** in the note section.
- **3** Check off the **Reference Files** check box.

The Reference listings for the Review and Work buttons work much like the listing for the Append button, except that they open to the right of the Submit To section. They look similar to the right side of the Engagement window.

Selecting the *Summary of Payroll* spreadsheet will make it show up in the **Note Selection** display, while remaining linked in the WIP workspace. Scenario: John Smith Ltd. provided a bag full of disorganized records for their Short YE Engagement. It is your firm's policy to include details of extra charges on your invoices.

In John Smith Ltd.'s 2008 YE Engagement, click on the Append button.

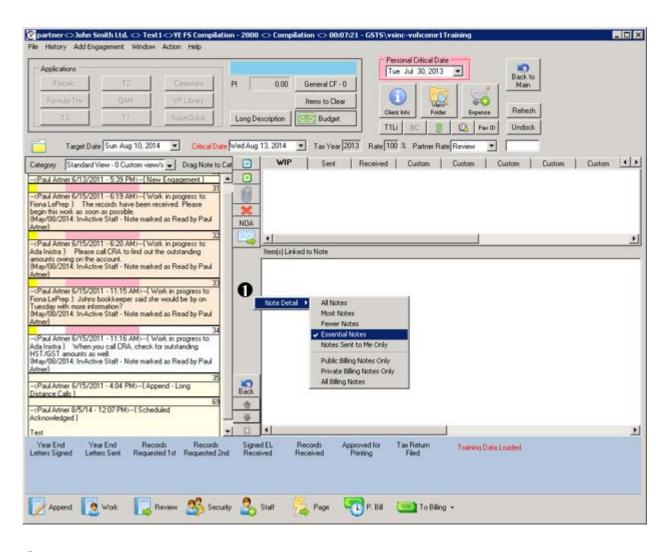


In the Append Note window:

- Enter your Note.
- 2 Check off the Public Billing Note check box.
- **3** Click **Save**.

This note will be available to insert into an invoice. The **Private Billing Note** is to provide information to those making billing decisions, but will not be available for easy insertion into an invoice.

#### Scenario: You've added the billing note, but you can't find it in the Notes Section. You would like to clean up your Notes section.



To hide some of the unnecessary notes, right click on the center bar to bring up the Note Detail options. There are eight display options for notes, including Essential Notes and Public Billing Notes Only. Choosing a display method changes your personal note view only, not those of other staff.

😰 partner <> John Sm			ction <> 0	her Special Servic	es <> 00:04:4	2 - GSTS\vsinc	-vohcomr1Trainin	9		_ 🗆 🗙
File History Add Engag	gement Windov	Action Help				Personal Cri				
Applications			1			Tue Jul 3	and the local division of the local division	5		
Fincalo	12	Caseware	PI	0.00 Gener	ACF-0	- 1		Back to Main		
Formula Tix	QAM	VP Library		Rens	o Clear			5		
13	-11	SuperQuick	Long De	scription	udget	Client Info	Folder Exper			
Target Date	Wed Aug 27, 20	14 💌 Oritical Da	le Sat Aug	30. 2014 💌 Tao	Year 2013		ther Bate Review	Undoci	-	
Category Standard Vie	w - 0 Custom vie	w/= Drag Note to	Cat 🖸			eived   Cust	om Custom	Custom	Custom   C	ustom
			38							
-(Paul Artner 6/13/2011 Paul Artner	Colores and the	1.8	37 0							
(Paul Artner 6/15/2) Fiona LePrep } Conta	ct CRA request									
away due to family trag Paul Artner	zedy.		NDA	- 20						
(Paul Artner 8/13/2) Fiona LePrep   Fiona			r 🖂	<u>+</u>			0			<u>)</u>
(Paul Artner 7/5/14 - 12			50	Item(s) Linked to No	e					
	Cast No. Cast	100 di 0 die. 301 (v 14 )	-							
(Paul Astree 7/5/14 - 12	243 PM>-{ Set T	arget Date: 27/8/14]	20							
Paul Adner	2012/14-20		71							
(Paul Artner 8/5/14 - 1) Artner 3		10								
To show a bold note.	App	1.121								
	Wor	Sec. 2								
		References								
		referenced note tas Uniread								
		Notes								
	Cop	/ to Clipboard								
			Back							
			Back							
			1							
100		2			[105]					<u>ت</u>
Append	Work	Review 🎒 Seci	uty 💑	Stall 2 Pa	P CP	BA 🛄	ToBilling ≁			
			100	1						

• To clear bold notes that are addressed to you, read the notes and then click on them. To reinstate the bold, right click on the note and select Mark as UnRead. The bold notes can be seen by all staff.

Partner<>John Smith Ltd. <> Test1<>Notice of Objection <>	Other Special Services <> 00:00:34 - GSTS\vsinc-vohcomr1Training
File History Add Engagement Window Action Help	Personal Critical Date
Applications	Tue Jul 30 2013 V
Fincalc T2 Caseware PI	0.00 General CF - 0 Back to Main
Formula Tire QAM VP Library	Items to Clear 🕖 🥨 🥨
T3 T1 SuperQuick Long	Description Budget Client Into Folder Expense Refresh
Target Date Wed Aug 27, 2014 Critical Date Sat A	
Category Standard View - 0 Custom view/s - Drag Note to Cat	WIP Sent Received Custom Custom Custom Custom Custom
Fiona LePrep ) Contact CRA requesting extension. Client is away due to family tragedy. ND/	
Fiona LePreo } Fiona. olease look into NOO	Item(s) Linked to Note
(Paul Artner 7/5/14 - 12:43 PM> (Set Critical Date: 30/8/14)	
51 	
0 7	
CPaul Artner 8/5/14 Approved pess to: Paul Artner ) Approve + Work	
To show a hold note Approve + Review	
Approve + Append	
Bac	
4	
Append 💽 Work 📃 Review 🥵 Security 🤱	staff 🧏 Page 🖓 P. Bill 🧰 To Billing +

Û

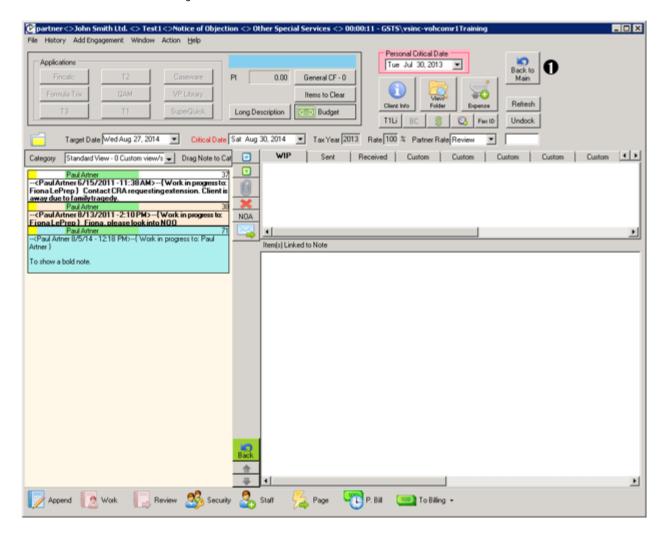
The **Salmon Coloured Bar** at the top of a note turns green when it has been Approved. Right clicking on the bar brings up the Approval menu for the person with Approval permissions. Notes cannot be **UnApproved**. Using **Approve + Work** will mark your initials and send to whoever you select, it will also allow you to put a note in. To understand more about the various colours used with the notes, look at the **Reference Guide**.



Scenario: In John Smith Ltd.'s, 2008 YE Engagement, you have sent several notes to Fiona about the work to be done, and you have sent a couple of notes to Ada about a call to CRA. With notes being added chronologically, how will you know which note is connected to which work assignment.

To create a **Note Chain,** or Conversation, where one note is connected to another note, click the original note before creating a new note. This is similar to replying to an E-mail.

To sort out the notes that are part of the same chain, double click on a note in the conversation. Only the related notes will show.



• Click the **Back** button to return to the main Note display.

#### **Communicating Externally About Your Task**

Scenario: You realize that you are missing I. M. Dunn's Social Insurance Number. You send Mr. Smith an E-mail requesting the information.

partner (=Dohn Smith IIId) = Test I == RDE = Done (=) Bookkeeping (=) 00.0699 = ESTS (vali in Hater, Add Engagement Window Action Hep	xC-volxcomr1Training
Applications         T2         Caseware         Pl         0.00         General CF + 0           Formula Trav         (DAM)         VP Lbrav         Hense to Clear         Hense to Clear           T3         T1         SuperClear         Long Description         Torm Budget	Personal Datical Date Wed May 07, 2014  Back to Back to Back to Main Clear Mro ThU BC B C Perto Undock Rate 100 3: Partner Rate Standard
GPaul Anner 7/5/14 - 535 PM (New independent)     Gagement ()     Gage	Custom Custom Custom Custom Custom Custom Custom Custom     Ing/2014/1.1/JJ 15 PD7A Payment for June confirmation with back up pdf     Ingr 2019 A payroll dis     July 27 To +      All Payroll A Payroll A     Untitled     Message Insert Options Format Text Review Adobe PDF
-(PaulAttner 7/5/14 -5:40PMo-(Walk in wogress to: Ada Inistus) Wears prepare as soon as possible as Dunn has pro back to school. Once completed, and ito is to invoice.	A Cut         ·12         ·A' ∧ ' □ □ · □ · □         ·Ai ∧ ' □ □ · □         ·Ai ∧ ' □ □ · □         ·Ai ∧ □
OPaul Artner 7/5/14 - 540 PM>- (Additional Notity) fai Partner 1 -(Paul Artner 8/5/14 - 918 AM> - (Append ) here is an ensir on the second page. Watch fair this with the year end.	Send Cc. Bcc.
Constant New Encod     Program Encod     Program     Select Encod     Solicit Encod     Solicit Encod	Subject: [] Dear John Smith Ltd.,
	Beather Morrison VohCom Software Inc. (770) 919-0846 Direct (604) 541-9890 Office www.softcom.com      The message a intended only for the use of the individual or entity named above, and may contain information that a pr      The message is intended only for the use of the individual or entity named above, and may contain information that is pr
Accend Review SS Security Stall 🙀 Page 💙	Apent responsible for delayers of the use of the instrument of entry sources acrow, and may consum its contacts that is per apent responsible for delayers of the instrument responses notify us insuscitately by telephone 604-541 intended recipient is strictly prohibited. Thank you.

• In the Engagement window, click on the Send E-mail button.

In the E-mail Instructions window:



If the E-mail address you are using is in the List generated from the Client Information window, **Double click** the address to populate it in the To field.

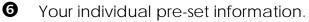


• Click on **Save** to open up a new E-mail in your E-mail program.

The newly opened E-mail will include:



The E-mail address entered in the E-mail Instructions window.



1

Ø

A line of seemingly meaningless characters, known as an **E-mail String**. These characters contain code that identify, to the *Page* program, the Engagement to which the E-mail is connected. The string includes instructions to the recipient, not to delete it. An E-mail that is returned with an E-mail String attached can be saved in the same way as one that is sent with this string.

8 Enter your request for I. M. Dunn's SIN number.

To save and send the E-mail click on the **Save E-mail** icon to open the **Save E-mail** macro. Depending on your company setup, you may need to press the *Enable Macro* button. The Macro only needs to be enabled once after each time you open a new *Outlook* session, generally at the beginning of the day.



🕑 Save Email				
To:	george@jsl.com			<u> </u>
Dear John Smith Ltd.,				
Heather Morrison VohCom Software Inc. (778) 919-0846 Direct (604) 541-9890 Office www.vohcom.com				
				<u>•</u>
Save to Client		Note		ocument Description
John Smith Ltd. <> Test1	Sort by Name	Appond 6		OA 🔹
Client No. Test1	Use Client Number	Work	Ye	ar
Person Tax ID Test1		Review	2	014 💌
2 Entire Message	▼Open		Pe	eriod
Root Folder F:\Clients\	<u>_</u>			
<b>3</b> File Name		Bro	wse	Instructions
☑ Date F:\Clients\Test1	NOA\2014\Test1 May 08.msg			
Link Engagements for selected	l client.		For His	tory only
ROE - Dunn		Sent	C Receiv	ed C WIP
				1.5
			🕤 Sav	re 🕜 Close

In the Save E-mail window:

- Check to see that John Smith Ltd. is selected in the Save to Client dropdown box. If your E-mail does not have an E-mail string, you need to select a client.
- **2** Select the **Entire Message** option for saving.
- Enter a File Name following standard file naming conventions. This E-mail could be called To John Smith requesting Dunn SIN
- Check to see that the Link Engagements for selected client is filled in. The Link box should be checked off, the Sent bullet selected and the ROE Dunn Engagement selected. Without an E-mail String, this information can be entered manually. The drop down menu will list the available Engagements.
- **6** Click **Save**

6

Click **Append** type a comment to describe what has happened "sent an email to request the SIN for Dunn" as noted below.

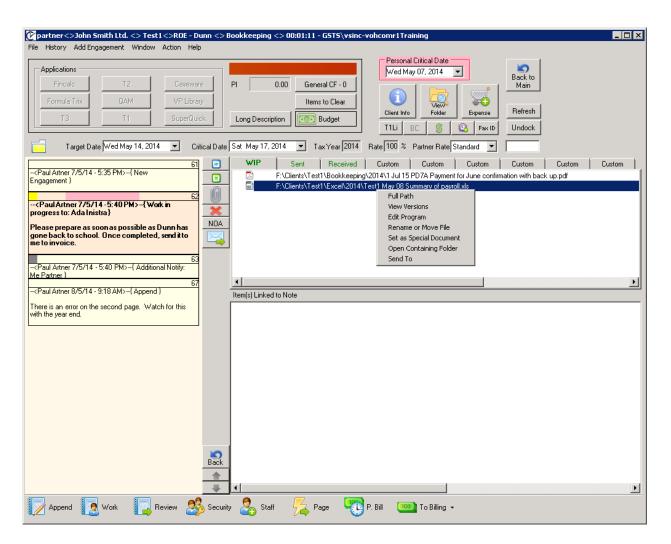
🕐 Append	d _OX
Sent an em	ail to request the SIN for Dunn.
L	
All Files	
	F:\Clients\Test1\Excel\2014\Test1 May 07 ROE Summary.xls
	F:\Clients\Test1\Word\2014\Test1 May 07 Cover Letter.doc
	F:\Clients\Test1\Bookkeeping\2014\1 Jul 15 PD7A Payment for June confirmation with bac
	F:\Clients\Test1\Excel\2014\Test1 May 08 Summary of payroll.xls
×	F:\Clients\Test1\Emessages\2014\Test1 May 08 to Smith for SIN Dunn.msg
•	
D Publi	ic Billing Note
	Save Cancel Reference Files
- Flive	

Click Close. The E-mail will not be sent until you click close; some firms will have to "Allow" the email to be sent as well depending on their system security.

The E-mail will be linked in the ROE - Dunn Engagement under the Sent tab.

If John Smith provides the requested SIN information using the reply option in his email, the client and Engagement will automatically be selected when you save his response.

Like the WIP tab, the **Sent** and **Received** tabs open spaces for linking work. While the primary purpose of the Sent and Received spaces is to link documents related to external communication, any document can be linked in any one of these three spaces. Scenario: The bookkeeper for John Smith Ltd. wants to be E-mailed a copy of I. M. Dunn's payroll information. She needs access to it right away.



In John Smith Ltd.'s ROE Engagement, right click on the Summary of Payroll document and select **Send To**. This opens the **Save E-mail** window, and also attaches the selected document to the E-mail.

This option also works when several documents are selected at once, using your Control or Shift buttons on your keyboard.

Follow the procedures you learned earlier to send this email.

#### **Using Quick Engagements with Phone Calls**

Scenario: Smith has just called you. You do not know the reason.

In the Client drop down menu, choose *Smith*, *John* and click on the Engagement button to open the Quick Engagement window. It is recommended that you do this at the beginning of the call.

6	Smith, John O 1	est2		• 🕅 By N	ame 🗆 A	> Smith, Joh	n (Test2)	-	T1 Undock	0
en	(2) Custom(0)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	Custom(U)	Custom(0)	AN(2)	
10	Last From:	Last Sent To:	Desc	and the state of t			Year End	Critical Date	T Date	WIP
	Paul Artner Paul Artner	Paul Artner Fiona LePhep		Annual 2011			Dec 31 Dec 31	13/8/14 30/8/13	10/8/14 27/8/13	\$0.22
				Presets Description Add to	Custono Add Time a 2014 Sun May 18	1. 2014 Importance	fing Engagement- auget Date Thu e N 1 5 portance	May 15: 2014 Security Not Secure	Charge C     Staff 1     Paul Atmen     Rate Stark	Special Services > * Description Thom Bitation Nut Rate Percentage 100 % Sard * Hours 0.25
					tion: (Optional	1			Rate Stand	Hour Hour
				Note					Rate Stario	ied 🗡 Hours
AR WIP	0.00	0.00	0.00 Sta	0						otal Hours 00.25 lent Quote \$25.00 Czeate Cancel <b>G</b>
Ð₽	Not	ncluded 1 amount	0.00	Collectio						

In the Quick Engagement window:

• Enter information in the **Notes** box either during the call, or immediately thereafter.

When the call is finished:

Fill in the information to create a new Engagement. The time and notes will automatically be added to this Engagement, OR

- Use the Add the Time and Notes to an Existing Engagement drop down menu to choose an Engagement for the notes, OR
- Copy the information using your keyboard shortcuts (Ctrl C) and paste it elsewhere, OR
- **6 Cancel** the Quick Engagement and delete the information.

### **Utilizing the Recent Engagements List**

Scenario: You forget what you were working on before all the phone calls.

The **Window** menu in the top bar opens a list of the last twenty Engagements opened in the current *Page* session. Selecting one of these opens the Engagement in a separate window, leaving the home window open.

		John <> Test2<>0									_ 🗆 ×
File A	Admin History	Time & Billing Client \	Viewer Timer	-HF My Company	Add Engagement	Window Reports Help		L.			
	Smith, Joh			🚽 🗹 By Nar		Away Out of Office Show InHouse Window		μ			
Clien	1		Custom(0)	Custom(0)	Custom(0) Cus						
<u>S I</u>	Last From:	Last Sent To:		scription		<test1> John Smith Ltd.</test1>				WIP	
	Paul Artner	Paul Artner		Process Review		<test1> John Smith Ltd. <test1> John Smith Ltd.</test1></test1>				\$0.22	
-	Paul Artner	Fiona LePrep	на на	T - Annual 2011		<test2> Smith, John&lt;&gt;</test2>		2000		\$0.82	
						<test3> Home Company</test3>		2012			
					-						
							Train	ing Data Loade	ed.		
								ing Data 2000			
								General CF - 0	1		
				itatements			Invoice Number	Date	Date E.	Amount	Owing
AR	0.00	0.00	0.00		-						
1.00	8.84	PI	0.00	Open State	ement						
WIP	0.84	PI	0.00	Email His	toru						
EXP	0.00	Trust	L		loiy						
	0.00	Not included	0.00	Collection I	Notes						
_		in AR amount									
Tota	al \$8.84			Hide							
	Engagement	Expense	Find	Client /	All 🛛 🔀 Pendir	ng 🦻 Action	15 Scheduled	Cthers	:		

Using this menu option, you can open several Engagements at the same time. Time will be tracked in the active Engagement only.

# Scenario: You want to link John Smith's 2009 YE Engagement into the 2008 Engagement.

23	John Seeth Ltd.	5 Test	× ₽ ByNane Г A >	Smith, John (Text2)		• 11 Undick 0	
Clentil	Gaterett	Custorell? Custo	mil) Customili Customili	Control Control	Customer	ARAI	
_	Last From	Last Sent To:	Description	Year End	OticalDate	and the second s	
	Pailton	Adalwitta	ROE -Durn	Dec 31	17/5/14	145/14	
	Pad Advin	PadAtter	Nutice of Objection	Dec 31	30/0/14	27/6/14	<b>-</b> 6
	Paul Autour	Field Actnes	YE FS Compilation - 2000	Dec 31	13/8/14	10/0/14	•
	Fiona LePtep	Paul Athen	Bookkeeping - 3x8 Quater	Dec 31	35/10/13	21/10/13	
					2	lext1> John Smith Ltd.<>YE	PS Compilation - 2008 C Compilation C 13 C 00/01/07
						locar 12 Constitue	Comment         P         600         General (7-0)           VP1 (zwy)         Bees to Clear         Image: Solution (2000)         Image: Solution (2000)
						Taget Date Son Aug 11	Long Deception         Cherstein         Cherstein         Cherstein         Parlande           2014         Cherstein         Verd Aug 11, 2014         Tax Yaar (2013)         Rate (2013)         Parlande         Parlande
					10Map	goy (Standard Vere - O Custon - 200/2014 In Active Staff - Note no	
-					- Pa prop for our Map	Atten) al Anten EVIS-2011 - 11 16 AM1 mu to Ada Insteal Velten you o utanedrog HST/GST amounts as e /26/2018 Inductive Staff - Note so Antend	all the shark
						ublives (275/2011 - 4.04 PHC-1) nos Calli I	
A.	0.00	0.00 0.00	Statements		13/6	ud Annie 775718 - 1242 7961-156 Vol. 1	ar Cécul Duie
19	293.64	PI 0.0	Open Statement Email History		-0°a 13/8	ud Admer 7/5/14 - 12:42 PH:154 /14]	er Cinca Duin
P	*.4	ncluded Bat	Collection Nates		-(Pa 19/8	ul Annue 775718 - 1240 PHC-156 714]	et Target Diese
2022	\$330.94 gagement 00 E	çana 🕌 fin	t Deet Al	ending 🦻 Action		ud Admar 8/5/14 - 12/07 PMI150 unitedged ()	
			0				Records Proved Spred EL Records Approved In Tax Return Statemed Data Listence Data Lis

Assuming that you have opened the 2008 YE Engagement at some time during the day:

- In the Window menu, select the 2008 YE Engagement, and move it to one side on your desktop (it cannot be at maximum size).
- 2 In the Home window, display the Client All list for John Smith Ltd.
- **3** Drag the 2009 YE Engagement from the Client All list and drop it into the work space in the 2008 YE Engagement.

Engagements that have been sent to history can also be linked to other Engagements. While inside an Engagement Select the History tab, choose history, and then click on the Engagement you want to attach. To attach a link to this history Engagement in your current Engagement Simply drag and drop it into the WIP tab.

### TIME SHEET

### **Tracking Time**

As soon as *Page* is opened, the program starts tracking time. The **Timer** is visible in the top bar of both the Home window and the Engagement window.

6	🥥 John Smi	Time Sheet Receipts		💽 🔽 By Na	me 🗆 A 🔄	Smith, John	<test2></test2>		• T1	Undock	0	
lient(	4) Custon	Transfer Collection Follow-up	tom(0)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	All(4)			
1	Last From: -	Last Jerk TO.	Des	cription			Year End	Critical Date	TDate	•		I
	Paul Artner	Ada Inistra		E - Dunn			Dec 31	17/5/14	14/5/			
	Paul Artner	Paul Artner		ice of Objection	1000		Dec 31	30/8/14	27/8/			
	Paul Artner Fiona LePrep	Paul Artner Paul Artner		FS Compilation kkeeping - 3rd Qua			Dec 31 Dec 31	13/8/14 30/10/13	27/10			
									Tuieire	n Data Lossi	ed	
										q Data Load		
			5	latements		Invoice	Number D	ate Date	Ge			9
R	0.00	0.00 0.	.00 S	latements		Invoice	Number D	ate Date	Ge	emeral CF - 0		9
	-		.00	tatements Open Stat	tement (		Number D	ate Date	Ge	emeral CF - 0		9
	0.00			Open Stat	-		Number D	ate Date	Ge	emeral CF - 0		9
R NP	-	PI (	.00		story		Number D	ate Date	Ge	emeral CF - 0		9

Open your Time Sheet through the Time & Billing menu.

#### Finalizing Your Time Sheet

The **Time Sheet** lists the time that was recorded in the windows you opened during the day.

Client       Client       Services       Date         Client       Services       Date	Time S Hours	Amount	Number	Name	Engagement\Ta	isk	Service	Rate	e	Percent	
U04       2.05       1       My Company       System non-billable       Cost       100%         0.00       0.12       Test1       John Smith Ltd.       YE FS Compilation - 2008       Compilation       Review       100%         0.00       0.07       Test1       John Smith Ltd.       Bookkeeping - 3rd Quarter       Bookkeeping       Standard       100%         0.00       0.05       1       My Company       test       Bookkeeping       Cost       100%         0.00       0.05       Test3       Home Company Inc       Payroll - July 2012       Internal Accounting       Cost       100%         0.00       0.05       Test3       Home Company Inc       Payroll - July 2012       Internal Accounting       Cost       100%					Engagomonerra						
00       0.12       Test1       John Smith Ltd.       YE FS Compilation - 2008       Compilation       Review       100%         .00       0.07       Test1       John Smith Ltd.       Bookkeeping - 3rd Quarter       Bookkeeping       Standard       100%         .00       0.05       1       My Company       test       Bookkeeping       Cost       100%         .00       0.05       Test3       Home Company Inc       Payroll - July 2012       Internal Accounting       Cost       100%         .00       0.05       Test3       Home Company Inc       Payroll - July 2012       Internal Accounting       Cost       100%											
00       0.07       Test1       John Smith Ltd.       Bookkeeping · 3rd Quarter       Bookkeeping       Standard       100%         00       0.05       1       My Company       test       Bookkeeping       Cost       100%         00       0.05       Test3       Home Company Inc       Payroll - July 2012       Internal Accounting       Cost       100%         00       0.05       Test3       Home Company Inc       Payroll - July 2012       Internal Accounting       Cost       100%			Test1		YE ES Compilatio	on - 2008					
00       0.05       1       My Company       test       Bookkeeping       Cost       100%         00       0.05       Test3       Home Company Inc       Payroll - July 2012       Internal Accounting       Cost       100%							•				
00 0.05 Test3 Home Company Inc Payroll - July 2012 Internal Accounting Cost 100%											
Client Services Date Thu May 08, 2014						12					
	🗖 Na	ame or Numb	er 📃		× •			- Thu		, 2014	•
Biling Message Only Hours New Report	Engag	ame or Numbi gements				By Code	Rate Standard	- Thu	May 08,	1	¥
Blining Message Univ Report Delete Thu May 08 2014	Engag	ame or Numbi gements				By Code	Rate Standard	Thu	May 08,	eport	
Billing Message Unity     Report       Rate     Cancel	Engag	ame or Numbi gements				By Code	Rate Standard	Thu	May 08,	eport	
Blining Message Univ Report Delete Thu May 08 2014	Engag	ame or Numbi gements				By Code	Rate Standard		May 08, Ri u May 08,	eport	
Billing Message Univ     Report       Rate     Cancel       100.00     Client       Staff     Total Hours       Cut Off     Daily	Engag Billing M	ame or Numbr gements Message Only			<b>•</b>	By Code Non Billable Hours Rate 100.00 Clin Total Hours	Rate Standard New Delete Cancel Save Cut Off		May 08, Ri J May 08, J May 08,	eport ) ), 2014 ), 2014	
Billing Message Univ     Report       Rate     Cancel       100.00     Client	Engag Billing M	ame or Numbr gements Message Only		In-Active 0	<b>•</b>	By Code Non Billable Hours Rate 100.00 Clin Total Hours	Rate Standard New Delete Cancel Save Cut Off		May 08, Ri J May 08, J May 08,	eport ) ), 2014 ), 2014	•

If your time was accumulating while you were working in an Engagement, the time entry will include the **Name** of the client and the **Engagement/Task** in which you did the work.

If the time was recorded while you were outside an Engagement, as in when the Home window was open, a **Name** will be listed, but no **Engagement/Task**.

If the entry is **highlighted in orange**, it will need to be cleared before the Time Sheet is complete. Some of *Page's* features are not available if there are still 'orange' entries.

One way to clear orange highlights is to assign a **Services** code and provide an explanation for the time entry.

## Scenario: The time spent in Home Company Inc. was actually about 15 minutes. It was for getting coffee, checking E-mails, etc.

Odd       2.05       1       My Company       System non-bilable       Cost       100%         00       0.12       Test1       John Smith Ltd.       YE FS Compilation - 2008       Compliation       Review       100%         00       0.07       Test1       John Smith Ltd.       Bookkeeping · 3rd Quarter       Bookkeeping       Standard       100%         00       0.05       1       My Company       test       Bookkeeping       Cost       100%         00       0.05       Test3       Home Company Inc       Payroll - July 2012       Internal Accounting       Cost       100%         00       0.05       Test3       Home Company Inc       Payroll - July 2012       Internal Accounting       Cost       100%         00       0.05       Test3       Home Company Inc       Payroll - July 2012       Internal Accounting       Cost       100%         System non-bilable < Sys-999>		Amount	Number	Name 👝	Engagement\Task	Service	Rate	Percent	
00       0.12       Test1       John Smith Ltd.       YE FS Compilation - 2008       Compilation       Review       100%         00       0.07       Test1       John Smith Ltd.       Bookkeeping - 3rd Quarter       Bookkeeping       Standard       100%         00       0.05       1       My Company       test       Bookkeeping       Cost       100%         00       0.05       Test3       Home Company Inc       Payroll - July 2012       Internal Accounting       Cost       100%         00       0.05       Test3       Home Company Inc       Payroll - July 2012       Internal Accounting       Cost       100%	.00	0.07	Test1	John Smith Ltd.		System	Standard	100%	
00 0.07 Test1 John Smith Ltd. Bookkeeping - 3rd Quarter Bookkeeping Standard 100% 00 0.05 1 My Company test Bookkeeping Cost 100% 00 0.05 Test3 Home Company Inc Payroll - July 2012 Internal Accounting Cost 100% 00 0.05 Test3 Home Company Inc Payroll - July 2012 Internal Accounting Date Client Services Date Name or Number My Company ○ 1 2 System non-bilable < Sys-999 > Thu May 08, 2014 ▼	.04	2.05	1	My Company		System non-billable	Cost	100%	
00       0.05       1       My Company       test       Bookkeeping       Cost       100%         00       0.05       Test3       Home Company Inc       Payroll - July 2012       Internal Accounting       Cost       100%         Client       Services       Date       Thu May 08, 2014       Thu Ma	.00	0.12	Test1	John Smith Ltd.	YE FS Compilation - 2008	Compilation	Review	100%	
00     0.05 Test3 Home Company Inc     Payroll - July 2012     Internal Accounting     Cost     100%       Client     Services     Date       Name or Number     My Company 0 1     System non-bilable < Sys-999 >     Thu May 08, 2014     Thu May 08, 2014	00	0.07	Test1	John Smith Ltd.	Bookkeeping - 3rd Quarter	Bookkeeping	Standard	100%	
Client Services Date           Name or Number         My Company <> 1         Y <td< td=""><td>00</td><td>0.05</td><td>1</td><td>My Company</td><td>test</td><td>Bookkeeping</td><td>Cost</td><td>100%</td><td></td></td<>	00	0.05	1	My Company	test	Bookkeeping	Cost	100%	
Name or Number My Company <> 1     System non-bilable < Sys-999      Thu May 08, 2014	00	0.05	Test3	Home Company Inc	Payroll - July 2012	Internal Accounting	Cost	100%	
		me or Numbe	т Му-П	Company ⇔ 1		e < Sys-999 > ▼ Rate Cost ▼		8, 2014	•
	Billing M	lessage Only			Hours	New		I	
Image: Content of the second		lessage Only			a 0.04 Rate	Delete Cancel	Thu May 0		

In the Time Sheet:

- Select the unassigned entry for Home Company Inc.
- Enter the non-billable service code for <Office Miscellaneous>, in the Services box. Unchecking the Desc or Code check box beneath the Services box gives you a drop down menu of available service codes.
- Enter the explanation, getting coffee, checking emails, etc., in the Billing Message Only box.
- 4
- Check the **Hours**. Enter .25 for this entry. Time is recorded as a fraction of an hour (30 minutes is recorded as .50, 15 minutes is .25).
- **5** Click **Save**.

Another way to clear orange highlights is to assign the time to an existing **Engagement**.

#### Scenario: The time spent for John Smith Ltd. was actually for his HST - Annual 2010 Engagement.

lours	Amount	Number	Name	Engagement\Task	Service	Rate	Percent	
00	0.07	Test1	John Smith Ltd.		System	Standard	100%	
.07	3.50	1	My Company		System non-billable	Cost	100%	
.00	0.12	Test1		YE FS Compilation - 2008	Compilation	Review	100%	
.00	0.07	Test1	John Smith Ltd.	Bookkeeping - 3rd Quarter	Bookkeeping	Standard	100%	
00	0.05	1	My Company	test	Bookkeeping	Cost	100%	
.00	0.05	Test3	Home Company Inc	Payroll - July 2012	Internal Accounting	Cost	100%	
.00	0.20	Test2	Smith, John		System	Standard	100%	
Client -				Services		Date		
<b>F</b> 0	ne or Numbe	er Smit	h, John ↔ Tesł2	System < Sys By Code	Rate Standard 💌	Thu May 0	8, 2014	•
HST - A T1 Proc	me or Numbe	,	h, John ⇔ Test2	By Code	Rate Standard  New	Thu May 0	Report 08, 2014	•

In the Time Sheet:

• Select the unassigned Smith, John, entry.

Click on the Engagement drop down menu and select the HST - Annual 2010 Engagement. The associated Services code will automatically show in the Services box.

- Check the Hours.
- Click Save.

A third way to clear orange highlights is to merge the time with existing time. This can be done even if the time is not highlighted.

# Scenario: The time spent for John Smith Ltd. should be added to the ROE - Dunn Engagement.

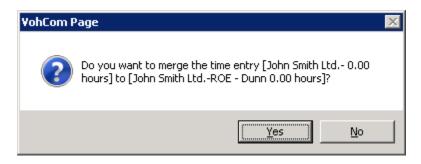
Hours	Amount	Number	Name	Engagement\Tas	k	Service	Rate	Percent	
1.00		Test1	John Smith Ltd.			System	Standard	100%	
0.07	3.71	1	My Company			System non-billable	Cost	100%	
0.00	0.12	Test1	John Smith Ltd.	YE FS Compilatio	n - 2008	Compilation	Review	100%	
0.00	0.07	Test1	John Smith Ltd.	Bookkeeping - 3a	d Quarter	Bookkeeping	Standard	100%	
0.00	0.05	1	My Company	test		Bookkeeping	Cost	100%	
0.00	0.05	Test3	Home Company Inc	Payroll - July 2012	2	Internal Accounting	Cost	100%	
0.00	0.20	Test2	Smith, John 2			System	Standard	100%	
0.00	0.18	Test1	John Smith Ltd.	ROE - Dunn		Bookkeeping	Standard	100%	
Client	e or Numbr	r Joh	n Smith Ltd. O Test1	•	Non Billable	Rate Standard I	Date Thu May O	8. 2014	•
	e or Numbe		o Smith Ltd. (3 Test)	1	System < Sys-99 >	Rate Standard I	Thu May 0	8. 2014 Report	
			n Smith Ltd. (3 Test1	1	System < Sys-99 > By Code Non Billable Hours 0.00	Rate Standard I	Thu May 0	Report	
			n Smith Ltd. O Test1	1	System < Sys-99 > By Code Non Billable Hours Rate	Rate Standard  New Delete Cancel	Thu May O	Report 18, 2014	-
			n Smith Ltd. O Test1	1	System < Sys-99 > By Code Non Billable Hours 0.00	Rate Standard  New Delete Cancel	Thu May O	Report 18, 2014	

In the Time Sheet:

0

Select the unassigned John Smith Ltd. entry.

2 Holding your left mouse button down, drag the time entry onto another time entry and let go.



**3** In the Merge window that opens, click **Yes**.

A final way to clear orange highlighted time entries is to select them and press the Delete button.

🕐 Time 9	õheet									_ 🗆 ×
Hours	Amount	Number	Name	Engagement\Ta	sk	Ser	vice	Rate	Percent	
0.00	0.07	Test1	John Smith Ltd.			Sys	tem	Standard	100%	
0.07	3.71	1	My Company			Sys	tem non-billable	Cost	100%	
0.00	0.12	Test1	John Smith Ltd.	YE FS Compilation	on - 2008	Con	npilation	Review	100%	
0.00	0.07	Test1	John Smith Ltd.	Bookkeeping - 3	rd Quarter	Boo	okkeeping	Standard	100%	
0.00	0.05	1	My Company	test		Boo	okkeeping	Cost	100%	
0.00	0.05	Test3	Home Company Inc	Payroll - July 201	2	Inte	rnal Accounting	Cost	100%	
0.00	0.20	Test2	Smith, John			Sys	tem	Standard	100%	
0.00	0.18	Test1	John Smith Ltd.	ROE - Dunn		Boo	okkeeping	Standard	100%	
	t	er Smi	th, John <> Test2	Y	Services System < Sys-39 > By Code		▼ Standard ▼	Date Thu May 04	3, 2014	×
Billing I Staff Paul A	Message Only	,	In-Active (	Inly	Hours 0.00 Rate 100.00 S Total Hours 0.08	itandard	New Delete Cancel Save Cut Off 22/7/08	Thu May 0		×
								Close	EX	IT

The total **Hours** on a completed Time Sheet should equal the total hours worked during the day.

To see an overview of your time for any given period, select a beginning and an ending date in the boxes below the Report button and click on the **Report** button.

Just as it is a good practice to log on to *Page* at the beginning of your work day, it is a good practice to exit *Page* at the end of your work day through your Time Sheet window.

Click on the **Exit** button to close your Time Sheet and log out of *Page*. If you choose the Close button instead of the Exit button, you will return to the Home window and continue recording time.

#### In review - your timesheets will include

Time entries that were recorded while working in an Engagement will include the client Name and the Engagement/Task.

- Time can accumulate outside of an Engagement. Some of this time will be attached to the default non-billable client and some will automatically be attached to the client as 'suspended' WIP.
- All entries highlighted in orange are unassigned and need to be manually cleared.
- Using the close button returns you to the Home window where time continues to be added. Using the Exit button closes *Page*.

**Green** highlights indicate that an Engagement has been fully invoiced. This could have happened during the day, after you worked on it.

**Blue** highlights indicate that an Engagement has been invoiced only part way, it has not been approved. This also could have happened during the day, after you worked on it.

You cannot delete these Engagements, but you can adjust the Hours and click Save. Changing the hours does not change the amount of the invoice; however, it will change the write up or write down connected to the invoice.

In the Time Sheet window, use the **Date** drop down menu to view Time Sheets from a previous date. You cannot select a date prior to the **Cut Off** date. Use your reports function to view time sheets from an earlier date.